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Report For Week Ending 10 December 1957
From
Records Center

During the week the following accessions were made:

OL	93 Cu. Ft.
ORR	2 " "
COMMO	5 " "
PERS	1 " "
OCR	36 " "
OCI	4 " "
	<hr/>
	141 Cu. Ft.
Finished Intelligence	75 " "
Total:	<hr/> 216 Cu. Ft.

Map Negatives	1,009 Cu. Ft.
Records Holdings	25,445 " "
Distribution Material Holdings	10,911 " "
Total:	<hr/> 37,365 Cu. Ft.

Distribution Material Disposed of at Center	22 Cu. Ft.
Distribution Material Transferred from Center	11 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	1 " "
Total:	<hr/> 34 Cu. Ft.

Accessioning

The Accessioning Branch began issuing assembled containers to custodians who are in the process of retiring records to the Center. The appearance and stability of the containers will be improved by stapling the bottoms of the containers instead of using craft tape. In order to obtain the full participation of the custodians, the Center will issue job numbers at which time recommendations will be made for the custodian to use the pre-assembled containers.

Reference

The Reference Branch regraded 250 library documents in accordance to the latest Regrading Bulletin.

The inventorying of the medical folders is continuing.

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,534	10,376	11,910
DD/P	1,045	7,685	8,730
DD/S	265	8,075	8,340
DD/S (Compt.Grilled Area)	57	423	480
DD/I	367	7,073	7,440
DD/I (Grilled Area)	1,016	2,764	3,780
DCI	3	27	30
Map Negative	<u>581</u>	<u>1,009</u>	<u>1,590</u>
TOTAL	4,868	37,432	* 42,300

* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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ConfidentialWeekly Activity ReportI. Study of Personnel-Type VITAL RECORDS:

- A. Discussed study briefly with Chief, Records Management Staff after his initial review. Further discussion and revision will be necessary.
- B. The Records Mgt officer for the Office of Personnel reported on 9 December that ~~the~~ the revision of the VITAL RECORDS deposit schedule has been completed with the exception of one division. He expects to have the ~~the~~ report from the outstanding division by the end of this week, i.e., 13 December.
- C. The Records Mgt officer for the Office of Training reported that:
- (1) The TOT Staff of OTR has not as yet developed their list of vital records for deposit at the Agency's VITAL MATERIALS VAULT.

(2) The D. O. E. M. H. & OTR R.

data and they ^{intend} ~~submit~~ to
recall it annually from the
OTR Repository to bring it up
to date

- (3) The Operations School has
deposited four record boxes of
material at the OTR V.M.
Repository.

IV. News:

Attended demonstration of the various
models of the VERIFAX machine
on 14 December conducted by representatives
of Eastman Kodak Corp.

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